



## **CRIMINAL JUSTICE COORDINATING COUNCIL**

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The Criminal Justice Coordinating Council (Council) in partnership with the United States Attorney's Office of the Northern District of Georgia is pleased to announce that we are seeking applications for funding under the Project Safe Neighborhoods (PSN) Grant Program. This program furthers the State of Georgia's strategic goal to prevent or reduce crime and violence.

### **2011 Project Safe Neighborhoods (PSN): Neighborhood Violence Prevention Initiative Request for Application (RFA)**

#### **Eligibility**

Applicants are limited to nonprofit organizations that can demonstrate a proven track record of providing reentry and case management services to ex-offenders in DeKalb and Fulton counties. Applicants must intend to serve both counties to be eligible for funding.

**Note: If an award is made, it must be administered by a unit of local government or a private organization holding non-profit status.**

**Deadline:** All applications are due at 5:00 p.m. on June 21, 2012

**Available Funding:** \$91,224

**Award Period:** July 1, 2012 through June 30, 2013.

#### **Contact Information**

For assistance with the requirement of this solicitation, contact:

Crystal Crews, Planner, at 404-657-1963 or [Crystal.Crews@cjcc.ga.gov](mailto:Crystal.Crews@cjcc.ga.gov)  
Stefanie Lopez-Howard, Planning and Evaluation Program Coordinator, at 404-657-1960 or  
[Stefanie.Lopez-Howard@cjcc.ga.gov](mailto:Stefanie.Lopez-Howard@cjcc.ga.gov)

**Release Date: May 22, 2012**

# Project Safe Neighborhoods (PSN) Program 2011 Project Application

## Project Safe Neighborhoods (PSN) Grant Program Overview

### History and Foundation

The Project Safe Neighborhoods (PSN) Initiative was launched in 2001 as a gun crime reduction effort, and was modified in 2006 to encompass initiatives seeking to reduce gang violence. PSN was built upon the foundations of previously-existing gang and gun crime reduction efforts. By studying these projects, the U.S. Department of Justice (DOJ) determined that successful crime reduction initiatives had three common elements: They were comprehensive, coordinated and community-based.

**Comprehensive**—while law enforcement is a necessary and important aspect of crime reduction programs, the most successful initiatives marry enforcement with prevention and deterrence efforts.

**Coordinated**—Programs that ensure coordination between enforcement, deterrence and prevention efforts are more likely to succeed than those that do not.

**Community-based**—Gang and gun related crime is local, and the resources available to address it vary from district to district. Accordingly, any national crime reduction program must remain sufficiently flexible for jurisdictions to implement it in a way that both responds to the specific problem in that area, and accounts for the particular local capacities and resources that can be dedicated. PSN represents the national commitment to reduce gun and gang-related crime in America by coordinating with existing local programs which target these crimes, and by providing those programs with the additional tools necessary for them to be successful. PSN's five core elements (partnerships; strategic planning; training; community outreach; and accountability) have guided the program since its inception.

- The partnership element requires workable and sustainable partnerships with federal, state, and local law enforcement, and prosecutors.
- Community strategic problem-solving involves the use of data and research to isolate the key factors driving violent crime at the local level.
- The outreach component incorporates communication strategies geared at both offenders ("focused deterrence") and the community ("general deterrence").
- The training element underscores the importance of ensuring that each person involved in the gang and gun reduction effort—from the police officer; to the prosecutor; and the community outreach worker—has the skills necessary to be most effective.
- The accountability element ensures that local task forces regularly receive feedback about the impact of its interventions to make necessary program adjustments.

For more specific guidance with the development and implementation of your proposed project as it relates to the Project safe Neighborhoods (PSN) grant program, the link to the national PSN site can be accessed here: [www.psn.gov](http://www.psn.gov).

## Background and Guiding Principles

The Criminal Justice Coordinating Council will make one award for \$91,224 for a local government or nonprofit agency to provide reentry services in Fulton and DeKalb counties in the U.S. Attorney's Office (USAO) Northern District.

Grant funds are designed to enhance ex-offenders' efforts to rebuild their lives and to strengthen the communities to which they return. The Grantee is expected to provide comprehensive and coordinated services to ex-offenders through robust efforts using outcome management systems and a comprehensive evaluation process. The USAO will make a one-time award(s) to advance ex-offenders' successful reintegration into society by providing them with coordinated services; assisting them in their effort to overcome barriers, and enabling them to achieve and/or maintain stable employment, economic self-sufficiency, permanent housing, and additional services as needed. Projects must be targeted in one or more high crime neighborhood(s) in Clayton, Cobb, DeKalb, Fulton, and/or Gwinnett.

The Grantee will work with the District's Reentry Task Force (New Beginnings), which is a collaboration of the United States Attorney's Office for the Northern District of Georgia, the Georgia Department of Corrections, the State Board of Pardons and Paroles, the United States Probation Office, the Federal Bureau of Prisons, and Morehouse School of Medicine-Community Voices.

The Grantee, working in conjunction with New Beginnings, shall ensure the delivery of case management services to ex-offenders identified by the Department of Corrections, the Georgia Board of Pardons and Paroles, and the United State Probation Office, based on the following principles:

- The provision of services shall be conducted in a manner sensitive to literacy, language, and socio-cultural issues that may impact the participants;
- Barriers relating to mental health and/or substance abuse issues shall be identified and participants shall be provided appropriate referrals;
- Participants will be actively referred to needed services and follow-up will occur to ensure that the referral was successful;
- Opportunities shall be maximized to provide integrated, coordinated and easily accessible resources for participants;
- Services shall be family-friendly and family-centered;
- Participant strengths shall be identified, utilizing motivational and strength-based techniques; and
- Services shall be outcome-driven and identify indicators that accurately reflect progress towards state program goals referenced above.

### Criminal Justice Coordinating Council

The Criminal Justice Coordinating Council (Council) is the state administering agency for the federally-funded PSN program; as such, the Criminal Justice Coordinating Council will be the agency administering this grant program. This application kit provides information on the grant application guidelines.

The deadline to submit applications under this announcement is **5:00 p.m. eastern time on June 21, 2012**. The Council highly recommends starting the process as early as possible to prevent delays in the application submission by the specified deadline.

## Timeline

- |   |                |
|---|----------------|
| • Request for Applications (RFA) Released | May 22, 2012   |
| • Applications Due                        | June 21, 2012  |
| • Announcement of Award Recipient(s)      | July 1, 2012   |
| • Grant Award Effective Date              | August 1, 2012 |

## Eligibility

Applicants are limited to nonprofit organizations with IRS 501 (c) (3) status that can demonstrate a proven track record of providing reentry and case management services to ex-offenders in DeKalb and Fulton counties. Applicants must intend to serve both counties to be eligible for funding. For those applicants submitting an application as a non-profit, verification from the Internal Revenue Service (IRS) of non-profit 501 (c) (3) status signed by an authorized representative of the IRS is required. ALL non-profit applicants must submit this verification even if you are a current DOJ grantee and documentation is assumed to be on file.

## Purpose of the Award

To provide applicants with the critical funding needed to design, develop, continue and/or implement specific components of a comprehensive reintegration project focused on ex-offenders returning to high crime neighborhoods in the following counties: Dekalb and Fulton. Funding is restricted to programs that:

- Offer re-entry services for adult violent offenders returning to the community from a secure confinement.

Applicants are encouraged to review the [National Reentry Resources Center](#) to ensure that their proposal is based on a scientifically-tested and proven program model

## Amount to be Awarded: \$91,224.

All awards are subject to the availability of appropriated funds and any modification or additional requirements that may be imposed by law. The total amount available under this solicitation is \$91,224.

Eligible agencies are entitled to apply for funding under this solicitation knowing that the Council and USAO will make one award for the entire available amount. The successful applicant will have no more than 12 months from the date of award to expend all funds. Applicants should assume that this is a one-time award; no continuation funding should be anticipated.

## Program Areas

The project area described below consists of specific components of reentry initiatives specific to case management and partnerships. Collaboration between law enforcement, prosecutors, service providers and community organizations are crucial to the success of these programs and applications submitted under this program area will be required to show broad based community support.

## **Adult re-entry programs**

Adult re-entry programs should offer services for adult violent offenders returning to the community from secure confinement to targeted communities. The primary objectives are to prevent recidivism among participants and reduce violent crime within the targeted community. Program referrals must be made by adult criminal justice agencies. Program components must include at a minimum:

- A well structured referral process beginning prior to release.
- Close supervision as mandated by the State Department of Probation and Parole.
- Transitional support services, such as housing, educational opportunities, English as a Second language (ESL) and employment assistance, etc.
- Job search and placement services.
- Structured counseling services.
- Family involvement and support services.

## **Performance Monitoring and Evaluation**

The grant recipients will be required to collect and report quarterly and annually performance data in accordance with requirements of the Project Safe Neighborhood's program measurements. To assist further in fulfilling the Council's responsibilities and commitment to fund evidence-based and data-driven projects, the applicants who receive funding under this solicitation must provide quarterly outcome data that measure the results of their work. CJCC performance measures for Project Safe Neighborhood grant recipients can be found at <http://cjcc.ga.gov> <Grant Programs>Project Safe Neighborhoods.

Submission of performance measures data is not required for the **application**. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Please refer to the section "What an Application Must Include" (below) for additional information.

## **Supplanting**

Federal funds must be used to supplement existing funds for program activities and cannot replace or supplant nonfederal funds that have been appropriated for the same purpose. Supplanting is prohibited under PSN.

## **Budget**

Applicants must develop the estimated budget according to a standard format utilizing the forms on the Council's website. Under each of the budget categories, the applicant must furnish a narrative explaining the purpose for the funds; federal funds requested, along with totals.

## **Match Policy**

The federal funds provided under the Project Safe Neighborhoods (PSN) Grant Program do not require recipients to provide match funds.

## Restrictions on Use of Funds

Funds cannot be used directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety. Indirect costs, not limited to expenses such as accounting, payroll data processing, purchasing, personnel, and building use, may not be requested through this grant program. In addition, the following items are prohibited:

- Vehicles, vessels, or aircraft;
- Luxury items;
- Real estate;
- Lobbying;
- Fundraising; and
- Construction projects.
- Gun locks
- Gun buy-back programs
- Air-time to run the national public service announcements “Mothers,” “Sentenced,” and “Family Prison.”

## WHAT AN APPLICATION MUST INCLUDE:

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that precludes access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications unresponsive to the scope of the solicitation or that do not include a program abstract, project narrative, and budget detail worksheet including a budget narrative.

### A. Abstract

The abstract must provide an overall summary of the project and include a summary of the case management services, evaluation abilities, and offender recruitment strategies. The abstract may be single or double-spaced but must use a standard 12-point font and must not exceed 1 page.

### B. Program Narrative

Applications should include narrative information using the format outlined below to explain the purpose, goals, and objectives, implementation plan, participants, and evaluation methods for the proposed grant project. **The program narrative must not exceed ten pages, must be double spaced and must be printed in a standard 12-point font. Please number the pages “1 of 10”, “2 of 10”, etc.**

#### a. Case Management (up to 65 points)

Applicant should describe the case management service delivery model and strategy based on the following:

##### i. Service Coordination (Up to 20 Points)

The plan for coordinating client services provided by the applicant case-manager and referral agencies. If appropriate, describe how other organizations may be involved in the service delivery process and provide a description of the method for matching clients to other service providers.

The quality and effectiveness of systems in place to ensure that case management services are delivered in accordance with the principles stated in the “Background and Guiding Principles” section including, but not limited to, communications, case narratives, job training and placement services, prevention programs, and decision making.

ii. Partnerships and Services to Support Clients’ Access to Services (Up to 15 Points)

Discuss partnerships that will facilitate clients’ access to services to support participant success. The description of a comprehensive network of existing partnerships with local organizations to provide alcohol and drug abuse treatment, physical and mental health services, housing and transportation assistance, and other necessary supportive services. Applicants should describe existing or past partnerships with re-entry service organizations and the way in which partners will be cohesively incorporated into the overall service strategy of the District’s reentry initiatives.

iii. Organizational Experience (Up to 15 Points)

Describe the length of time and specific experience the organization has in operating programs for ex-offenders. Include performance goals established by the funding agency and actual grant outcomes.

iv. Project Management (Up to 15 Points)

Fully describe the applicant’s capacity to effectively manage the programmatic and administrative aspects of the project including, but not limited to, professional qualifications the applicant will require of the full time case manager and demonstrate that these qualifications are sufficient to ensure proper management, including management of partner activities. An organizational chart that identifies all leadership program and administrative positions and demonstrates that the project will be implemented through a comprehensive management structure that allows for efficient and effective communication between all levels of the project across partner organizations.

b. Program Evaluation (Up to 25 Points)

Applicants should demonstrate that they have the capacity to and currently are collecting data related to client outcomes. Such data collection should include the following:

- Client case plans – including goals and outcomes – as well as the degree to which each client achieves their plan goals;
- The ability to collect necessary data to complete the quarterly, qualitative report included on the Council’s website ;

- Periodic process evaluation to assess the program strategy's effectiveness and fidelity in implementation to any program models ; and
- Periodic outcome evaluation to assess how well the program has achieved expected outcomes (e.g., reduced recidivism, job placement, job retention, provision of health care, completed GED, etc.)

As part of the evaluation component, the Grantee will coordinate with New Beginnings to review program implementation and to ensure that program is adhering to the principles outlined in the "Background and Guiding Principles" section.

b. Outreach and Recruitment of Service Providers (Up to 10 Points)

Applicant should describe the outreach and recruitment of service providers in the following areas: employment, education/training, housing, healthcare and legal services. For example, the description of recruitment of employers for job development opportunities on behalf of ex-offenders should include strategies for outreach and recruitment, the number of employers with whom the applicant currently works, and a description of how those relationships have led to good employment opportunities for ex-offenders. Applicants should also include available employer-specific data on job placements, retention, and earnings for program participants and describe the plan for outreach and recruitment of new employers in industries appropriate for ex-offenders, including emerging industries, and the job development and placement strategies to be used, including how placement opportunities from new employers will be secured. Applicants will be required to include a Memorandum of Understanding with providers that is necessary to address the service delivery requirements outlined in the "Background and Guidelines" section above. This Memorandum should be referred to in the project narrative.

**C. Budget Worksheet and Budget Narrative**

Applicants are required to submit a draft budget and budget narrative outlining how the funds requested will be used to support and implement the program. This narrative should include a breakdown of costs, as well as how funds will be allocated across approved budget categories of Personnel, Fringe Benefits, Travel, Equipment, Supplies, Consultants/Contracts, and Other. The Budget Worksheet and Budget Narrative can be found on our website, <http://cjcc.ga.gov>

**D. Additional Documents**

Applicants must attach job descriptions and resumes (if already in place) of key staff associated with the implementation of the proposed project.

**Required Forms**

The following forms are required to be submitted along with the application and can be accessed on the Council's website at <http://cjcc.ga.gov>

- \_\_\_ ***Budget Summary, Narrative and Detail***
- \_\_\_ ***Grant Application Cover Sheet***
- \_\_\_ ***Designation of Grant Officials***
- \_\_\_ ***Audit Requirements***
- \_\_\_ ***Assurances\*\****
- \_\_\_ ***Civil Rights Contact***
- \_\_\_ ***Certifications***
- \_\_\_ ***Disclosure of Lobbying Activities***



\_\_\_ **Memorandum of Understanding with other Service Providers**

**\*\*Form must be signed by the Authorized Official (the Board Chairperson, if a non-profit agency)**

**Reviewing the Application**

The Council and the U.S. Attorney's Office are committed to ensuring a fair and open process for selecting applicants for this grant opportunity. A selection committee will review applications to make sure the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. At any point during those reviews, a decision to not fund a project or any part of it may be made. These decisions are within the complete discretion of the U.S. Attorney's Office.

When an application is received at the Council office, there is no commitment on the part of the Council to move it through to the next stage, fund an application or to fund it at the amount requested.

All areas of the budget are subject to review and approval. Decisions related to these budget areas are based on both eligibility and reasonableness. Determinations of the reasonableness of budget items are fully within the discretion of the Council and are made both through objective tools and subjective decision-making.

**Funding Decisions**

All funding decisions related to this solicitation are made solely by the U.S. Attorney's Office of the Northern District of Georgia based on the recommendations by the PSN Task Force Funding Committee. The Council will inform the applicant of its decision through a letter. Applicants must not make any assumptions regarding funding decisions until they have received official written notification of award or denial that is signed by the Governor, Council Director or the U.S. Attorney of the Northern District of Georgia.

**HOW TO APPLY**

Complete the necessary information along with all additional required documentation and return them to the Council. To be eligible for funding consideration, a complete application must be received in our office (not postmarked) either by mail or delivery on or before the due date of June 21, 2012 at 5:00 P.M.

Send the original and three bound copies (4 total) to:

Criminal Justice Coordinating Council  
ATTN: 2011 PSN Application  
104 Marietta Street, Suite 440  
Atlanta, Georgia 30303

This checklist has been created to assist with developing the application.

Eligibility Requirements:

\_\_\_\_\_ Applicant agency meets eligibility requirements

\_\_\_\_\_ Proposed Budget is within the allowable limits

What an Application Should Include:

Abstract\*

Program Narrative

Budget Detail Worksheet and Budget Narrative

Job Descriptions and/or Resumes

Other Required Forms

- Assurances

- Audit Requirements

- Certifications

- Civil Rights Contact

- Designation of Grant Officials

- Disclosure of Lobbying

- Grant Application Coversheet

- Memoranda of Understanding